

BUILD A CITY. BUILD A FUTURE.



ACCOUNTANT 1

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

Scope

This position is responsible for professional accounting, financial management, budgetary and operational control. The successful candidate will be responsible for providing financial support and advice to City departments.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Responsibilities

- Ensures that all month-end financial accounting duties, and all resulting financial reporting is completed in a timely and accurate manner.
- Supports the development of annual operating budgets and long-range financial plans.
- Monitors, analyses, and reports on budgeted versus actual revenues and expenditures.
- Contributes ideas for process improvements to enhance workflow efficiency and maintains and strengthens internal accounting policies and controls.
- Assists management in analyzing and explaining budgetary variances, financial decision making and consistent application of policies and standards.
- Analyzes and interprets financial data and prepare financial reports and projections as required.
- Prepares monthly, quarterly and year-end financial summaries (including Forecasts) and business analytics for internal and external reporting.
- Supports management in special projects and initiatives and ad-hoc reporting and analysis.
- Builds effective working relationships with staff and management and responds effectively to requests for financial information.
- Supervises staff responsible for accounting functions and provides training as necessary.
- Performs other duties/responsibilities as assigned.

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Qualifications

Applicants must have:

- One year of directly related experience.
- Successful completion of Core Modules 1 and 2 of the Chartered Professional Accounting (CPA) Program. An equivalent combination of education and experience may be considered.

In addition, the successful applicant will have:

- Effective communication skills, both orally and in writing.
- Working knowledge of generally accepted accounting principles as they relate to local government including Public Sector Accounting Board (PSAB) is considered an asset.
- Extensive knowledge of financial systems and computer applications.

Successful applicants must provide proof of qualifications.

Other Information

- Hourly Rate: \$40.60 (2024 Rates)

Steps	Hourly Rate
Step 1	\$40.60
Step 2 (6 Months)	\$42.19
Step 3 (18 Months)	\$43.77
Step 4 (30 Months)	\$45.61

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6683.

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